

LOCAL BIDDER CERTIFICATION APPLICATION
CITY OF ATLANTA, DEPARTMENT OF PROCUREMENT
55 TRINITY AVE., STE 1790, ATLANTA, GEORGIA 30335

PLEASE TYPE OR PRINT IN BLACK INK

ONLY APPROVED ELIGIBLE BIDDERS MAY BE CERTIFIED AS A LOCAL BIDDER. PLEASE PROVIDE A COPY OF YOUR NOTICE OF ELIGIBLE BIDDER APPROVAL

I. BUSINESS NAME / DBA STREET ADDRESS CITY, STATE, ZIP CODE TELEPHONE

CHECK ONE: ☐ PARTNERSHIP ☐ CORPORATION, GA ☐ SOLE PROPRIETORSHIP ☐ OTHER

PRINCIPAL OR CORPORATE OFFICE NAME STREET ADDRESS CITY, STATE, ZIP CODE TELEPHONE

NAME OF OWNER (S) TITLE RESIDENCE ADDRESS CITY, STATE, ZIP CODE TELEPHONE

1. _____

2. _____

NAME OF OFFICERS OR PARTNERS: TITLE RESIDENCE ADDRESS CITY, STATE, ZIP CODE TELEPHONE

1. _____

2. _____

II. TO BE CERTIFIED AS A LOCAL BIDDER, AN ELIGIBLE BIDDER MUST SATISFY NO LESS THAN TWO (2) OF THE FOLLOWING CRITERIA LISTED BELOW. PLEASE SELECT **TWO OF THE FOLLOWING CRITERIA WHICH YOU SATISFY TO APPLY FOR CERTIFICATION AS A LOCAL BIDDER. ADDITIONAL DOCUMENTATION MUST BE SUBMITTED WITH THIS APPLICATION TO VERIFY THAT YOU SATISFY THE SELECTED CRITERIA. INSTRUCTIONS FOR SUBMITTING DOCUMENTATION TO SATISFY EACH OF THE CRITERIA ARE LOCATED ON THE BACK OF THIS APPLICATION.**

- _____ 1. Verify that the Eligible Bidder's principal place of business is located in the City of Atlanta (the "**City**") or that the Eligible Bidder has held a valid City business license for at least one (1) year prior to the date of application.
- _____ 2. Verify that a majority of the full time employees, chief officers, and managers of the Eligible Bidder have regularly conducted work and business in the City for at least one (1) year prior to the date of application.
- _____ 3. Verify that a majority of the employees based at the Eligible Bidder's location(s) in the City have been residents of the City for a least one (1) year prior to the date of application.
- _____ 4. Provide references or other means of verification acceptable to the Department of Procurement ("**DOP**") that the services the Eligible Bidder offers to the City have been provided by the Eligible Bidder in the City for at least one (1) year prior to the date of application.

IF THE APPLICANT IS A JOINT VENTURE OR MENTOR-PROTÉGÉ TEAM, EACH PARTICIPANT IN THE JOINT VENTURE OR MENTOR-PROTÉGÉ TEAM MUST BE APPROVED INDEPENDENTLY AS A LOCAL BIDDER IN ORDER FOR THE JOINT VENTURE OR MENTOR- PROTÉGÉ TEAM TO RECEIVE THE BID PREFERENCE ON ELIGIBLE LOCAL PROJECTS.

III. CERTIFICATION: THIS INFORMATION HEREIN IS REQUIRED BY SECTION 2-1188.1 CODE OF ORDINANCES OF THE CITY OF ATLANTA, GEORGIA.

I _____ (NAME) _____ BEING _____ THE _____ (TITLE)

OF THE BUSINESS FIRM NAMED, DO HEREBY APPLY FOR LOCAL BIDDER CERTIFICATION. IN ACCORDANCE WITH LOCAL PREFERENCE ORDINANCE, CITY OF ATLANTA, GEORGIA: THE UNDERSIGNED CERTIFIES THAT SHE/ HE IS THE PERSON DULY AUTHORIZED BY THE BUSINESS HEREIN NAMED TO FILE THIS APPLICATION FOR LOCAL BIDDER CERTIFICATION, INCLUDING THE ACCOMPANYING DOCUMENTATION AND STATEMENTS, AND THAT SAME ARE TRUE CORRECT AND COMPLETE.

APPLICANT SIGNATURE _____ THE _____ DAY OF _____
20____.

GENERAL INFORMATION FOR APPLICANTS

- (A) *Applicability:* This local preference program shall apply to any City contract as described in Code Section 2-1188, excluding competitive sealed proposals under Code Section 2-1189, small purchases not exceeding \$20,000 under Code Section 2-1190, sole source procurement under Code Section 2-1191, emergency procurement under Code Section 2-1192, competitive selection procedures for professional and consultant services under Code Section 2-1193, and federally-funded projects (referred to herein as "Eligible Local Projects").
- (B) *An Eligible Bidder must submit a completed and signed written application to become a Local Bidder **before** it will be allowed to received a bid preference on an Eligible Local Project.*
- (C) *In order to be approved as a Local Bidder and receive a bid preference on an Eligible Local Project, the application for approval as a Local Bidder and all supporting documents must be received by the DOP no later than thirty (30) calendar days prior to the date bids are received on such Eligible Local Project.*
- (D) *Term:* The certification as a Local Bidder shall expire two (2) years from the date of the approval of the application. Following the expiration date, a business is no longer a Local Bidder. An Eligible Bidder must submit a new application for certification as a Local Bidder to the DOP and establish that it continues to meet the requirements of Section 2-1188.1 in order to continue receiving the bid preference on Eligible Local Projects.
- (E) *Eligible Bidders certified as Local Bidders shall be under a continuing duty to immediately inform the DOP in writing of any changes in the Eligible Bidder's business, if as a result of such changes, the Eligible Bidder no longer satisfies the requirements.*

ADDITIONAL INSTRUCTIONS FOR COMPLETING SECTION II

For each of the criteria you selected in Section II, the DOP requires that you submit the following supporting documentation with this application:

Line 1

If you have a City business license, please provide a copy. If you do not have a City business license, please provide a copy of Articles of Incorporation or Organization, or a copy of the Eligible Bidder's most recent federal income tax return, or if the Eligible Bidder is a partnership, provide a copy of the Partnership Agreement.

Line 2

Provide a list of all full time employees, chief officers, and managers at the Eligible Bidder's locations. For those employees, chief officers, and managers who regularly conducted work and business in the City for a least one (1) year prior to the date of application, please provide employee's name, business address, business phone number, a brief description of the work or business performed in the City, and the number of years such work or business has been performed in the City.

Line 3

Provide a list of all employees based at Eligible Bidder's locations. For those employees who have been residents of the City for at least one year prior to the date of application, provide employee's name, address, phone number and number of years at residence.

Line 4

Provide a notarized letter from at least three (3) customers of the Eligible Bidder, which letters shall include the following information: (a) a description of services provided by the Eligible Bidder to the customer that were performed at least one (1) year prior to the date of application; (b) the total dollar value of the services provided at least one (1) year prior to the date of application; and (c) a statement that the services the Eligible Bidder offers to the City have been provided by the Eligible Bidder in the City for at least one (1) year prior to the date of application.